



## LAC LA BICHE COUNTY POLICY

TITLE: VEHICLE USE POLICY	POLICY NO: CS-34-004
RESOLUTION: 13.078	EFFECTIVE DATE: MARCH 15, 2012
LEAD ROLE: GENERAL MANAGER, OPERATIONS	NEXT REVIEW DATE: MARCH 12, 2016
SPECIAL NOTES/CROSS REFERENCE: This policy is to be used in conjunction with the Travel and Subsistence Policy CS-10-002 and the Vehicle Use Procedure.	AMENDMENT DATE: MARCH 12, 2013

### POLICY STATEMENT:

Lac La Biche County maintains a fleet of County owned and leased vehicles for the purpose of enabling employees and elected officials to carry out business supported by the County.

Employees' assigned County vehicles shall be used only for company business and not for personal use as defined in the procedures.

Employees may use their own vehicle for County business as approved by the CAO or his designate and are subject to the travel and subsistence policy.

The County is committed to using innovative and equitable approaches to accomplish the goals of this policy and will consider the incorporation of new information and practices as they become available through research and monitoring efforts undertaken locally, regionally, provincially, and/or nationally.

The use of these vehicles by employees, elected officials and appointed officials to conduct County business shall be addressed through the office of the Chief Administrative Officer or delegate as assigned by the Chief Administrative Officer.

Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

“Original Signed”  
 \_\_\_\_\_  
 Chief Administrative Officer

March 15, 2013  
 \_\_\_\_\_  
 Date

“Original Signed”  
 \_\_\_\_\_  
 Mayor

March 22, 2013  
 \_\_\_\_\_  
 Date